THE UNIVERSITY of NEW ORLEANS
OFFICE OF RESEARCH

# Ladder Inventory & Inspection Record

Department: _____ Building: _____ Room(s): _____

## ►►► Instructions:

- Use this form to generate an inventory of ladders used in your department and to document annual and other periodic inspections. This includes portable ladders, fixed ladders, step ladders, single/extension ladders, and mobile ladder stands/platforms. Although fixed ladders may not belong to the department, if the department uses the ladder(s), they must complete annual inspections.
- Ladders should be inspected before each use, but documentation of inspections should occur annually, at a minimum.
- Any ladder displaying any of the following criteria must be immediately removed from service and marked as defective or tagged with the words "**Danger – Do Not Use**" or similar language until the repairs can be made:
    - Structural damage
    - Missing or loose components (ex. rivets, rungs, bolts, cleats, screws, non-slip safety feet, etc.)
    - Exposure to excess heat (ex. fire)
    - Exposure to corrosive substances (ex. acids or bases)
    - Another hazardous defect

## ►►► General Inspection Items:

- Steps or rungs are not loose, missing, or damaged
- Nails, screws, bolts, rivets, and step-to-side rail connections are not missing or damaged
- Wheels, pulleys, metal bearings, and other hinged or rotating parts are appropriately lubricated, operate freely, and are in good condition
- Ladder is free of slippery substances or materials that may reduce the gripping surface of the step or rung, such as paint, oils, or grease
- Side rails are not bent or broken, are firmly attached, and are in good condition
- Ladder components have not been modified without the manufacturer's approval
- Manufacturer's safety and duty rating labels are present and legible
- Wooden ladders are constructed of high-density wood
- Wood components are free of sharp edges, splinters, cracks, decay, or irregularities including shake, wane, compression failures, or other weaknesses
- Rungs, cleats, and steps are free of splinters, sharp edges, burrs, or any hazardous projections
- Non-slip safety feet are present and in good condition on all portable ladders and mobile ladder stands/platforms
  (Note: Not required on wooden ladders)

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## ►►► Fixed Ladders, Additional Inspection Items:

- Fixed ladder has a pitch range of 60 degrees and 90 degrees with the horizontal
- Wooden ladders exposed to the weather are treated with a preservative
- Rungs or cleats are uniformly spaced 12 inches apart
- Grab bars do not protrude on the climbing side beyond the rungs
- Ladders taller than 20 feet to a maximum unbroken length of 30 feet have cages/wells or ladder safety devices
- Cages extend at least 42 inches above the top of the landing
- All side rails used as a climbing aid have adequate gripping surfaces
- Landing platforms are provided when the step-across distance is greater than 12 inches from the centerline of the rung of a ladder to the nearest edge of structure equipment
- All landing platforms are at least 24 inches by 30 inches and are equipped with standard railings and toeboards
- One rung of any section of ladder is located at the level of the landing laterally served by the ladder
- Side rails of through or side-step ladder extensions extend 3-½ feet above parapets and landings and are between 18 inches and 24 inches wide
- Metal ladders and accessories are painted or otherwise treated to resist corrosion and rusting, where appropriate
- Hatch covers are counterweighted and open a minimum of 60 degrees from the horizontal
- All fastenings are integral to the design of the ladder

## ►►► Step Ladders, Additional Inspection Items:

- All four feet are set flush on surface so the ladder is not wobbly
- Metal spreaders open fully and lock into place
- Paint shelf is not damaged or missing, where applicable

## ►►► Single/Extension Ladders, Additional Inspection Items:

- Extension locks are not loose, broken, or missing
- Locks operate properly when ladder is extended
- Pulley, rung locks, and rope are in good condition

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## ►►► Specialty Ladders & Mobile Ladder Stands/Platforms, Additional Inspection Items:

- Pins and locking mechanisms are not loose, broken, or missing
- Metal spreaders fully open and lock into place (when provided on combination-type ladders)
- Guide brackets (when provided) are not bent or damaged
- At least two of the four casters on mobile ladder stands are equipped with a swivel lock to prevent movement
- Toeboards (4 inches) are present on mobile ladder stands with a work level 10 feet or higher above the ground

| Inspection Date | Type of Ladder | Manufacturer | Model # | Duty Rating | Material of Construction | Compliant with Inspection Criteria? | | Ladder Status, if Not Compliant | Initials of Inspector |
|---|---|---|---|---|---|---|---|---|---|
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